



Natural Resources Conservation Service
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UTAH BULLETIN UT330-08-03

SUBJECT: MGT – TOOLKIT AND PRS REPORTING “WORK PERFORMED BY” CHECK BOXES

Reissue: This is a reissue of Utah Bulletin UT330-07-04, May 23, 2007, with revisions.

Purpose: This bulletin shall serve as direction for selecting “Work Performed By” in Toolkit and PRS.

Expiration Date: Until further notice.

When entering “**Work Performed By**” in **Toolkit**, individuals entering data must check each box that represents who the work was performed by. If the work is only performed by NRCS then only check the NRCS box. If the work is performed by both NRCS and a Conservation District employee, for example, then both boxes need to be checked. This will not report the performance twice and the correct amount will be reported in PRS. This way all agencies performing the work will be given the proper credit. If only one box is checked then credit for the performance will only be assigned to one agency.

If an oversight in reporting has occurred, “Work Performed By” can be edited in PRS to reflect the correct reporting. Employees must use Toolkit and ProTracts for performance reporting.

The following are examples of agencies and the correct check box. This is only an example and may not reflect all agencies or all situations.

<u>Agencies</u>	<u>Check Box</u>
SCD	Conservation District
UACD	Conservation District
DWR	State Agency
Watershed Coordinators	State Agency
Volunteers	NRCS
TSP	TSP
RC&D	RC&D Council
Farm Bill Biologists	State Agency
GIP	Other

You can verify where the credit for performance is captured by running report 6.10 in PRS. Then select the agency (i.e. NRCS, Conservation District, and State Agency).

This is a screen capture from Toolkit showing where the reporting boxes are located.

Customer Service Toolkit
File Tools Reports Help

General Assistance Notes Land Units Practice Schedule Customer File **Reporting**

Conservation Plan
Plan: Select a Plan
Plan Approval Date: [] [] Today
Work performed by:
☐ Conservation District ☐ NRCS
☐ Other ☐ RC and D Council
☐ State Agency ☐ TSP

Land Units
Expand Collapse
Select All Unselect All

Reportable Practices

This screen capture from PRS shows where the boxes are located for correcting information in PRS.

Performance Results System
a component of the Integrated Accountability System

Reports Tools What's New FAQ Help Contact Us
Welcome Don Huggard Session will end in 20 minutes if not active.

Add/Edit Conservation Plan
Conservation Plan for

Folder*
Plan Name*
Plan Description:
Plan Approval Date:* (mm/dd/yyyy) Practice Details
State*
County*
Work Performed By*
☐ Conservation District ☐ NRCS ☐ Other ☐ RC and D Council ☐ State Agency ☐ TSP
Save Delete

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